



## POLICY

**TITLE:** Committee Policy

**NUMBER:** ADM - 008

**CATEGORY:** Administration

**DATE:** February, 2019

**REFERENCES:** By-law 2019-12, COU-001, COU-004

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### 1.0 Purpose

The Municipality of Centre Hastings Committee Policy will guide a consistent, accountable approach to working with Municipality of Centre Hastings Committee Members. The Committee Policy will guide current and future Committee Member activity throughout the Municipality of Centre Hastings. The Committee Policy governs Municipal responsibilities to its Committee Members, the selection, orientation and safety of Committee Members, as well as Committee Member rights and responsibilities to the Municipality.

### 2.0 Definitions

**Committee:** and advisory group created by council to provide advice on public issues and social trends, act as vehicles for public consultation and make recommendations to council.

**Sub-Committee:** a team, chaired by a member of the relevant advisory committee, created to carry out a specific project in the work plan of the advisory committee. Disbanded upon project completion.

**Taskforce:** a group with expertise in a certain area that works for a defined period of time on a specific task or issue and disbanded upon project completion.

For the purposes of this policy, all of the above are hereinafter referred to as “**Committee**” or “**Committees**”.

**Family:** a parent, spouse, partner, or child (not restricted to a person 18 years of age. It includes natural children, adopted children, and those or treated as child. Accordingly, stepchildren, nephews and nieces, foster children).

**Quorum:** a majority (more than half) of the whole number of Committee Members except where a Member has, or Members have declared a pecuniary interest pursuant to the Municipal Conflict of Interest Act, in which case the quorum may be less than half plus one of the whole number of Members, but shall not be less than two.

### 3.0 Establishment Selection and Placement

Committees are proposed by resolution of Council and established by by-law. Each by-law shall incorporate the Mandate and Terms of Reference for the specific Committee. Council may review all Committees and their respective Mandates at any time during their term. In addition, Council may abolish a Committee at any time during the term of Council with fully substantiated reasoning. The Mayor is an ex-officio non-voting member of all Committees and may participate in meetings, but is not counted in quorum.

Municipality of Centre Hastings Committee Members are appointed and operate based on the concept of Equal Opportunity and Diversity.

An applicant must submit to the Municipality of Centre Hastings a Committee Application Form, a copy of which is attached hereto as Appendix ‘A’, to initiate the selection and placement process.

Membership appointments will adhere to the following:

- A. Members must be an electorate of the Municipality of Centre Hastings, or a representative of a business, community organization etc. which is situated within the Municipality of Centre Hastings. In the case of a taskforce, an exception can be made if no person of suitable expertise is identified within the electorate;
- B. Only one (1) member of a family can serve as an appointee on a Municipal Committee;
- C. While appointees may serve on more than one Committee, Council shall give the first consideration to individuals who are not already appointed to another Committee.

The Chair shall be elected to a term as agreed upon by the Committee at the Inaugural Meeting. Election shall be by show of hands, with each member receiving one vote. The Council Member or staff are not eligible to serve as Chair or Vice Chair.

Committee members wishing to resign their appointment shall submit a letter of resignation which shall be forwarded as soon as possible to the Clerk.

Council may, with or without the advice of the Advisory Board or Committee, and with a supporting rationale, make changes to the Advisory Board or Committee membership.

Attendance shall be managed in accordance with the Procedural Policy (COU-001).

#### **4.0 Orientation**

Orientation sessions shall be conducted for Committee appointees at the beginning of each term of Council. All Members benefit from orientation. Further sessions may be conducted for appointees during the term of Council, as required. Every Committee Member shall be required to attend one (1) orientation session. It is the responsibility of the Municipal staff to:

- A. Provide an overview of the Municipality of Centre Hastings Committee Members rights and responsibilities, including pertaining to confidentiality;
- B. Provide an overview on relevant policies and procedures.

Additionally, every Committee shall have a clearly identified Chair, Council member and a staff representative who will be available for consultation and support.

#### **5.0 Municipal Responsibilities**

In working with Committees, the Municipality will fulfill the following responsibilities:

- A. Ensure that Councillors and staff recognize the role of Committee Members;
- B. Provide Committee Members with the Municipality of Centre Hastings Committee Rules of Procedure;
- C. Provide each Committee Members with the mandate of each Committee, a copy of which is attached here to as Appendix 'B' and shall be amended from time to time;
- D. Provide Committee Members with appropriate orientation to the Municipality of Centre Hastings Committee Policy and all supporting documentation.

#### **6.0 Committee Member Responsibilities**

Committee Members have the responsibility to fulfill their role in accordance with the following:

- A. Act as a positive ambassador of the Municipality of Centre Hastings in the community in an effort to spread knowledge and understanding of the mandate of the specific committee;
- B. Not falsely represent the Municipality of Centre Hastings Committees to outside partners, agencies or the public;
- C. Not to speak on behalf of the Municipality of Centre Hastings without permission from Council or staff;
- D. Respect confidences and privacy of the Municipality;
- E. Be held accountable for their actions;
- F. Be willing to learn and grow in the Committee position;

- G. Work cooperatively with Municipality of Centre Hastings Councillors and staff, recognizing and appreciating differences of opinion;
- H. Be considerate, respect competencies and work as a team with all staff and other Committee Members;
- I. Complete the training and/or orientation provided;
- J. Immediately clarify any uncertainties with the Committee Chair, Councillor or staff representative;
- K. Follow all applicable policies, procedures and by-laws established by the Municipality of Centre Hastings;
- L. Be required to sign a confidentiality statement (Appendix C);
- M. Committee/activity participants under the age of eighteen (18) years must be accompanied by an adult (either a parent, guardian, staff person or Committee Member supervisor).

## **7.0 Municipal Conflict of Interest Act**

The Municipal Conflict of Interest Act strives to control the actions of elected and appointed Municipal representatives by obliging them to publicly disclose any direct or indirect pecuniary interests they have in a matter before Council, Committee and Advisory Boards or Committees. Conflict of interest legislation is limited to pecuniary interests. The term “pecuniary interest” is not defined in the Municipal Conflict of Interest Act, but includes direct, indirect and deemed pecuniary interests. Its dictionary definition is “to relate to money”. The Municipal Conflict of Interest Act captures several scenarios that are not immediately apparent as conflicts;

- A. A direct or indirect pecuniary interest is a financial interest that a Committee Member (which includes a Committee Member’s parent, spouse, partner, child (not restricted to a person 18 years of age. It includes natural children, adopted children, and those or treated as child. Accordingly, stepchildren, nephews and nieces, foster children)) or controlling interest in a corporation, has in a matter before a Committee.
- B. A Committee Member who is a partner of a person, or who is in the employment of a person or body that has a pecuniary interest in a matter must declare a conflict of interest;
- C. Whether the financial interest is positive or negative is immaterial for the purposes of
- D. Municipal Conflict of Interest;
- E. Municipal Conflict of Interest Act lists a number of conflicts of interest that do not need to be declared under the statute.

If a Committee Member has a conflict of Interest the Municipal Conflict of Interest Act requires:

- A. the Committee Member to disclose the pecuniary interest;
- B. the Committee Member to not influence before, during or after a vote;
- C. the Committee Member to not participate in the discussion or decision making;
- D. the Committee Member to leave the room, if the matter is dealt with in closed session under the provisions of the Municipal Act, 2001.

In the event of an alleged contravention, a member of the public can bring forth the conflict to the Integrity Commissioner for a determination of whether a Committee Member has contravened the Municipal Conflict of Interest Act.

## **8.0 Insurance and Liability**

The issue of liability is based on the principle that people are responsible for their conduct in the course of daily activities. Failure to conduct oneself in a responsible and reasonable manner could result in some injury to oneself or others. Negligent conduct can include acts of commission or omission. The resulting damage might be to either person or property. While acting in the capacity of a Committee Member, volunteers must conduct themselves in a responsible, safe and reasonable manner at all times.

Committee Members acknowledge the following:

- A. Committee Members shall not be covered by Workplace Safety Insurance Board coverage;

- B. Committee Members will abide by all applicable Municipal by-laws, policies and rules, as may be amended from time to time;
- C. Committee Members will not use facilities, equipment and property owned by the Municipality without approval of a Municipal staff person, and will not use them for personal purposes.

### **9.0 Duties of Committee Members**

It shall be the duty of the Members to carry out the Committee Member Responsibilities, as well as the Role of the Committee as set forth in the Committee mandate in accordance with all Municipal polices, procedures and by-laws, in addition to the following responsibilities:

- A. to deliberate on the business submitted to the Advisory Board or Committee;
- B. to vote when a motion is put to a vote, except where otherwise disqualified from doing so by law;
- C. to apply and respect the Procedural Policy (COU-001);
- D. to attend all scheduled and special Committee meetings, sending regrets otherwise;
- E. to understand his/her role and expectations,
- F. to follow the agenda and stay focused on the topic at hand;
- G. to challenge ideas and not people, creating a climate where it is okay to disagree;
- H. to work effectively with the administration to provide excellent service to residents, recognizing the professional obligations of staff as an employee of the Municipality and not intervening in administrative practices;
- I. to respect that resolutions made shall reflect the majority view of the Committee;
- J. to respect that decisions of Council are final and accurately communicate the decisions of Council
- K. to respect confidential information.

### **9.1 Duties of the Chair**

It shall be the duty of the Chair to carry out the Duties of the Member in accordance with all Municipal polices, procedures and by-laws, in addition to the following responsibilities:

- A. to open the Meeting of the Committee by taking the Chair and calling the Members to order;
- B. to announce the business before the Committee in the order in which it is to be acted on;
- C. to receive and submit, in the manner prescribed by the Municipality of Centre Hastings' Procedural Policy (COU-001), all Matters of Business presented by Members;
- D. to recognize any Member who wishes to speak and to determine the order of the speakers;
- E. to put to vote all questions which are regularly moved or necessarily arise in the course of the proceedings and to announce the results;
- F. to decline to put to vote motions which contravene the provisions of the Procedural Policy (COU-001);
- G. to enforce on all occasions, the observance of order and decorum among the Members;
- H. to call by name, any Member refusing to comply with the Procedural Policy (COU-001) and to order the Member to vacate the place of Meeting;
- I. to cause to be expelled and excluded any member of the public who creates a disturbance or acts improperly during a Meeting;
- J. to adjourn the Meeting when the business is concluded.

### **9.2 Duties of the Council Members and Staff on Committees**

It shall be the duty of Council Members and staff appointed to Committees to carry out the duties of the Member, in addition to the following responsibilities:

- A. to contact Committee Chairs if issues or concerns related to Members arise and ensure conflict resolution mechanisms are employed, where appropriate;

- B. to assist the Committee by offering policy advice and expertise on matters within the purview of the Committee;
- C. to assist the Chair in preparing any reports or action items;
- D. to prepare agendas, including relevant resolutions in cooperation with the Chair;
- E. to distribute agendas to Members before a meeting;
- F. to arrange for or set up of meeting areas ensuring accessibility for all in compliance with the Municipal Accessibility for Ontarians with Disabilities Act Handbook;
- G. to record when the meeting started and adjourned and to record the Members present and absent;
- H. to take minutes, recording a summary of the discussion for each item, actions to be taken and recommendations, including the names of the movers of motions;
- I. to finalize minutes for distribution.

## **10.0 Meetings**

Under s.238 of the Municipal Act the term “meeting” refers to “any regular, special or other meeting of a council, of a local board or of a committee of either of them, where (a) a quorum of members is present, and (b) members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee”.

Unless otherwise directed by the Advisory Board or Committee, all Meetings shall be held in Municipal facilities. A quorum of consisting of 50% voting members plus one is required for a Committee meeting to commence.

### **10.1 Regular Meetings**

Regular Meetings of Committees shall be held on a set schedule with fixed start times to be determined by the Committee at its Inaugural Meeting. Where a change is made to the day and time of an Advisory Board or Committee Meeting, the Chair shall give notice of the change to all Members.

Meetings will be held in accordance with the Municipality of Centre Hastings’ Procedural Policy (COU-001), the Municipal Act and all other relevant policies, procedures and by-laws.



Appendix A - Committee Member Application Form

Name:	Telephone:
Address:	Email:
Emergency Contact Name:	Emergency Contact Telephone:
I am interested in participating as a volunteer on the following Committee(s):	
Do you have any previous volunteering experience?      Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please give details (please include all previous committee memberships):	
Explain why you would like to serve on each of the Committees identified above. Please include any skills or experience which would be of value to the committee:	
Do any of your family members already serve on a committee? Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>	
What is your availability to volunteer as a committee member? Please include days, whether you have daytime/evening availability, if you go away for the winter etc.	
Please provide any additional information which may be of assistance in the selection process:	

Applicant Signature: \_\_\_\_\_

Personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act c.M56 s.29(2) and will be used to appoint citizen members to municipal boards, or committees. Information on this form will be disclosed to the public for candidate selection purposes. Questions about this collection should be directed to the Municipal Clerk.

<b>Municipality of Centre Hastings Committee Profile</b>	
<b>Municipality of Centre Hastings Recreation Committee</b>	
<b>Committee Type</b>	Advisory
<b>Acronym</b>	REC



# Terms of Reference

## **Background:**

The Municipality of Centre Hastings currently has seven committees under the umbrella of Parks, Recreation and Culture, namely the PRCC Committee, the Huntingdon Recreation Committee, the Pool Committee, the Park Committee, the Canada Day Committee, the Trail of Two Lakes Committee, and the Arts Committee. In January 2019 a review of committee structures took place and it was decided that a more efficient way to encompass the roles of the aforementioned committees would be to form a single Recreation Committee.

## **Purpose:**

The Municipality of Centre Hastings Recreation Committee is an advisory committee appointed by Council to promote and facilitate ongoing communication and cooperation among community partners with respect to Parks, Recreation and Culture matters including recreation programs, services, and facilities, community involvement, the enhancement of quality of life, and other specific projects identified by Council.

## **Composition:**

The Recreation Committee shall be comprised of seven to nine voting members of the Municipality of Centre Hastings electorate, and shall include the following representation:

- One member of Centre Hastings Council
- Mayor (ex-officio member)
- Up to 8 community members
- One staff member

All members shall be part of the electorate of the Municipality of Centre Hastings, with no more than one representative per family/business/organization.

The Recreation Committee will receive administrative support from Municipal staff, including but not limited to, the recording of minutes, meeting preparation, communicating committee recommendations to Council and other relevant stakeholders. Staff support members will not have voting privileges.

## **Committee Structure:**

The Recreation Committee shall meet monthly, or at the call of the chair, with such meetings being open to the public.

The Recreation Committee may engage volunteers for project specific initiatives. Each volunteer will have project related knowledge and shall be a part of the registered Municipal Volunteer Program prior to participation.

## **Committee Procedures:**

The Recreation Committee shall conduct its meetings in accordance with the Municipality of Centre Hastings' Procedural Policy, Committee Policy, Code of Conduct and all other relevant policies.

Staff will conduct an orientation and training session at the beginning of each term, and at any other time deemed necessary by the Municipality of Centre Hastings.

The rendering of advice or information to/from a committee designated by Council shall normally be:

- In writing, directed through staff
- By personal appearance of the chair and/or delegate from the Recreation Committee
- By verbal or other report by representatives delegated by the Recreation Committee and named via resolution

## **Term:**

The term of office for committee members will typically run concurrent with the term of council.



If a committee member is absent for three consecutive meetings without justifiable cause, he/she shall be deemed to have forfeited his/her membership unless the absence is approved by the Recreation Committee and Council.

**Reporting Relationship:**

The Recreation Committee will make recommendations directly to Council.

**Expansion of Mandate:**

The mandate is explicitly limited to the responsibilities outlined in the Committee Profile (attached). ONLY by resolution of Council may the Committee Mandate be expanded. This Terms of Reference and accompanying Mandate will be reviewed annually by Council.

Community Development Committee Profile

<b>Municipality of Centre Hastings Committee Profile</b>	
<b>Municipality of Centre Hastings Community Development Committee</b>	
<b>Committee Type</b>	Advisory



<b>Acronym</b>	CHCDC
<b>Council's Objectives</b>	<ul style="list-style-type: none"> <li>● Assist in the creation of an economic development strategic plan</li> <li>● To act as ambassadors for our business community, meeting new businesses and information sharing</li> <li>● To promote our Community Improvement Plan</li> <li>● To collect and design content for tourism and promotion</li> <li>● To enhance the quality of life for the community through the provision of community activity and beatification</li> </ul>
<b>Mandate</b>	<p>The Community Development Committee, a committee of council, will:</p> <ul style="list-style-type: none"> <li>● Make recommendations to Council, the CAO and the Economic Development Coordinator on matters that will foster and enhance Community Economic Development in Centre Hastings.</li> <li>● Share information on the Community Improvement Program with existing and potential businesses</li> <li>● Support activities that: <ul style="list-style-type: none"> <li>○ promote business retention and expansion</li> <li>○ enhance quality of life and prosperity</li> <li>○ encourage development and sustainability of the local community.</li> <li>○ beautify the municipality to encourage visitors and investment</li> <li>○ encourage tourism in the Municipality of Centre Hastings</li> </ul> </li> </ul>
<b>Composition</b>	Eight (8) volunteer members with voting privileges - <i>all to be members of the Centre Hastings electorate and with a maximum of one member per family/business or organization.</i>
<b>Council Representation</b>	One (1) Council representative – voting privileges
<b>Staff Representation</b>	One (1) Staff person – no voting privileges
<b>Relevant Policies/Documents</b>	Procedural Policy, Committee Policy, Code of Conduct, Community Improvement Plan,
<b>Date Profile Approved</b>	

Terms of Reference – Centre Hastings Community Development Committee

**The Corporation of the Municipality of Centre Hastings  
Community Development Committee**

# Terms of Reference

## **Background:**

The Municipality of Centre Hastings created three committees under the umbrella of Economic Development, namely the Business Improvement Team Committee, the Community Improvement Plan Committee and the Economic Development Committee. In January 2019 a review of committee structures took place and it was decided that a more efficient way to encompass the roles of the aforementioned committees would be to form a single Community Development Committee.

## **Purpose:**

The Municipality of Centre Hastings Community Development Committee is an advisory committee appointed by Council to promote and facilitate ongoing communication and cooperation among community partners with respect to Community Development matters including business attraction, retention and expansion, the Community Improvement Program, tourism and beautification, community involvement, the enhancement of quality of life, and other specific projects identified by Council.

## **Composition:**

The Community Development Committee shall be comprised of seven to nine voting members of the Municipality of Centre Hastings electorate, and shall include the following representation:

- One member of Centre Hastings Council
- Mayor (ex-officio member)
- Up to 8 community members
- One staff member

All members shall be part of the electorate of the Municipality of Centre Hastings, with no more than one representative per family/business/organization.

The Community Development Committee will receive administrative support from Municipal staff, including but not limited to, the recording of minutes, meeting preparation, communicating committee recommendations to Council and other relevant stakeholders. Staff support members will not have voting privileges.

## **Committee Structure:**

The Community Development Committee shall meet monthly, or at the call of the chair, with such meetings being open to the public.

The Community Development Committee may engage volunteers for project specific initiatives. Each volunteer will have project related knowledge and shall be a part of the registered Municipal Volunteer Program prior to participation.

## **Committee Procedures:**

The Community Development Committee shall conduct its meetings in accordance with the Municipality of Centre Hastings' Procedural Policy, Committee Policy, Code of Conduct and all other relevant policies.

Staff will conduct an orientation and training session at the beginning of each term, and at any other time deemed necessary by the Municipality of Centre Hastings.

The rendering of advice or information to/from a committee designated by Council shall normally be:

- In writing, directed through staff
- By personal appearance of the chair and/or delegate from the Community Development Committee
- By verbal or other report by representatives delegated by the Community Development Committee and named via resolution.

## **Term:**

The term of office for committee members will typically run concurrent with the term of council.



If a committee member is absent for three consecutive meetings without justifiable cause, he/she shall be deemed to have forfeited his/her membership unless the absence is approved by the Community Development Committee and Council.

**Reporting Relationship:**

The Community Development Committee will make recommendations directly to Council.

**Expansion of Mandate:**

The mandate is explicitly limited to the responsibilities outlined in the Committee Profile (attached). ONLY by resolution of Council may the Committee Mandate be expanded.

This Terms of Reference and accompanying Mandate will be reviewed annually by Council.

The Municipality of Centre Hastings and its Boards, Committees, Volunteers and Employees adhere to the requirements of the Municipal Freedom of Information and Protection of Privacy Act,

I, \_\_\_\_\_, am a Committee Member serving as a volunteer citizen member of the Corporation of the Municipality of Centre Hastings.

**I HEREBY ACKNOWLEDGE AND UNDERSTAND THE FOLLOWING:**

**THAT** the Municipal Freedom of Information and Protection of Privacy Act provides that all persons appointed or chosen under the authority of a municipal council are governed by the said Act and includes citizen members of boards, committees and volunteers appointed by Council from time to time;

**THAT** the Municipal Freedom of Information and Protection of Privacy Act, Section 48, provides for penalties for contravention of the said Act;

**I FURTHER ACKNOWLEDGE AND UNDERSTAND THAT** in the course of carrying out my volunteer role, I may have access to and may be dealing with records containing confidential information and/or personal information which reveals the identity of the person who is the subject of the record or identify a person who has provided information about the subject of the record;

**I HEREBY AGREE** to hold such information confidential and, except as may be legally required, will not disclose or release it to any person at any time without proper consent or authorization;

**I FURTHER AGREE** to take appropriate security measures to prevent unauthorized access to confidential information.

**DATED at the Municipality of Centre Hastings this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.**

Signature: \_\_\_\_\_ Witness: \_\_\_\_\_